## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 013391

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: LIEBER CORRECTIONAL INSTITUTION, RIDGEVILLE (DORCHESTER) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021484 - \$ 039754 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 023237 - \$ 036774 SCEIS POSITION #: 61020600

THATE OF COMINIMUM TRAINING AND EVERTIBNOE DECUIDEMENTS.

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

## AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR PERSONAL COMPUTER.

## DESCRIPTION OF DUTIES:

PERFORMS GENERAL OFFICE MANAGEMENT DUTIES. ENSURES THE EFFICIENT
OPERATION OF THE WARDEN'S OFFICE. PROVIDE OFFICE/SECRETARIAL SUPPORT
FOR INMATE GRIEVANCE AND OTHER KEY OFFICIALS AS NEEDED. MAINTAIN
TRACKING SYSTEM OF INMATE GRIEVANCES. COMPOSES AND PREPARES
CORRESPONDENCE, REPORTS OR MATERIALS AS ASSIGNED. COMPILES STATISTICAL
DATA. RESEARCHES POLICIES TO FIND ANSWERS AND RESPOND TO WRITTEN AND
TELEPHONE INQUIRIES. PREPARES AND MAINTAINS LOGS AND REPORTS.
PERFORMS RELATED CLERICAL DUTIES AS REQUIRED.

## COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

PLEASE SUBMIT RESUME WHEN APPLYING FOR THIS POSITION.